



**STATE OF TENNESSEE
RFP # 331.11-002-09
AMENDMENT # 1**

August 8, 2008

THE SUBJECT RFP IS HEREBY AMENDED AS FOLLOWS.

A. The following RFP Schedule of Events updates or confirms scheduled RFP dates.

EVENT	TIME	DATE	UPDATED / CONFIRMED
1. State Issues RFP		July 16, 2008	CONFIRMED
2. Disability Accommodation Request Deadline		July 23, 2008	CONFIRMED
3. Pre-proposal Conference	1:00 PM	July 25, 2008	CONFIRMED
4. Notice of Intent to Propose Deadline		July 29, 2008	CONFIRMED
5. Written Comments Deadline		August 1, 2008	CONFIRMED
6. State Responds to Written Comments		August 8, 2008	CONFIRMED
7. Proposal Deadline	2:00 p.m.	August 29, 2008	CONFIRMED
8. State Completes Technical Proposal Evaluations		September 8, 2008	CONFIRMED
9. State Opens Cost Proposals & Calculates Scores	9:00 a.m.	September 9, 2008	CONFIRMED
10. State Issues Evaluation Notice & Opens RFP Files for Public Inspection	9:00 a.m.	September 10, 2008	CONFIRMED
11. Contract Signing		September 22, 2008	CONFIRMED
12. Contract Signature Deadline		September 29, 2008	CONFIRMED
13. Contract Start Date		September 30, 2008	CONFIRMED

B. The following State responses to the questions detailed shall amend or clarify this RFP accordingly.

QUESTION/COMMENT	STATE RESPONSE
1. Could we receive a .doc version of the RFP and an .xls version of the cost pages?	The State will provide the entire RFP, including cost pages, in a Word .doc version
2. Page 18. Section A4. Are there dates for major TCAP/CRA tasks?	See A.4.a.vi, and xi for specific dates in 2008/2009 – it is expected that the pilot administration will be in fall 2009, other dates are combined deliverables for all assessments.
3. It is unclear who actually writes the prompts – on page 24 the RFP says the State will write and the contractor reviews/modifies. Throughout the rest of the RFP, though, the Contractor seems to be charged with prompt development. Please clarify.	A.7.b on page 24 provides for the State to submit prompts written by Tennessee Teachers and State Consultants. A.7.c and other references throughout the contract indicate the State's expectation that the Contractor's experts shall review prompts submitted by the State and edit for assessment

	best practices as well as offer original prompts.
4. A.7.d.(iii.) 1 and 2 (pages 28-29) indicates Contractor obtains copyright permissions for passages and other stimuli. Who is responsible for paying for copyright permissions?	The Contractor is responsible for all copyright fees.
5. On page 29, item (g)(i) notes that the "State reserves the right to include previously developed and/or implemented items in the item bank." Does this imply there currently exist CR items in the item bank? How many, to what extent are they usable, and to what extent is the Contractor expected to use these existing items?	The State does not currently have any CR items in their selected response assessment item banks.
6. Will there be any standard setting for TCAP/CRA? If so, when will it occur, and does the Department have any preferences as to how it is done, how many participants are involved, or other particulars?	Section A.10.a.v indicates that the Contractor shall provide a statistically sound methodology to establish baseline scales for the TCAP/CRA. It is not anticipated that a formal standard setting will be required. However, if the CRA should become more than a diagnostic assessment, the State will work with the Contractor to meet whatever additional requirements are needed.
7. On pages 31 and 33, there are references to a Simplified Language version of the tests. Is this a requirement for all 4 assessments? Where is the appropriate place in the cost proposal to indicate the costs for this activity?	These references in A.7.d.iv(a) for CRA and A.7.e.i for all assessments provide for the possibility that a version with simplified language may be necessary for English Language Learners. It is expected that these slightly modified versions would be at the same cost as the regular versions of the assessments.
8. On page 33, there is a requirement that the Contractor present an annual workshop during the Special Education Conference in Nashville. Where is the appropriate place in the cost proposal to indicate the costs for this activity?	The proposer may not propose a separate cost for the requirement and, as detailed in the RFP, the proposed cost, detailed on an exact duplicate of Attachment 6.4, shall indicate the proposed price for providing the entire scope of service including all services as defined in the RFP Attachment 6.1, Pro Forma Contract Scope of Services for the total contract period.
9. Page 35, a.8.d.iii. Will the State please provide guidelines regarding a pay range for the experts?	The cost of expert readers is the responsibility of the Contractor, the State does not enter into the negotiations.
10. Page 35, a.8.d.vi. What is the per day pay rate for summer honorariums? What is the per day rate for substitute teachers?	Honorariums have varied dependent upon the project, however in general regular participants have been paid \$200 per meeting for 1 or 2 days, selected response reviews do not usually require more than 2 days – if reviews are expected to go longer, than a higher honorarium should be considered. Substitute teacher pay schedules vary across the State, there is not a table of these rates available. It is believed that the current maximum is less than \$100.
11. Page 38, a.10.g.ii. (a). How many TAC committee members will there be? What is the rate of pay for	Previous TAC committees have ranged from 4 to 5 members. The rate of pay varies dependent upon

	TAC members?	the national standing of the member, the State does not enter into these negotiations.
12.	On page 41, a.11.b, the Contractor is required to conduct 12 introductory meetings. Where is the appropriate place in the cost proposal to indicate the costs for this activity?	The proposer may not propose a separate cost for the requirement and, as detailed in the RFP, the proposed cost, detailed on an exact duplicate of Attachment 6.4, shall indicate the proposed price for providing the entire scope of service including all services as defined in the RFP Attachment 6.1, Pro Forma Contract Scope of Services for the total contract period.
13.	Can you elaborate on the requirement for artificial intelligence (AI) scoring as described in Section A.14.e.i. as it relates to operational testing? Do you anticipate the use of AI scoring prior to the Feasibility Study/Online Pilot scheduled for fall 2010 (and described in Section A.10.k.)?	The Pilot in A.10.k provides for online assessment to be scored through the online program, such online scoring expects the use of artificial intelligence. Section A.14.e.i indicates that the State shall work with the Contractor to establish an efficient and accurate scoring methodology for all TCAP assessments. With continued growth in technology, the State acknowledges the potential for the use of AI and therefore has provided this as a possible option.
14.	Page 56-57 item e.iv. requires the contractor to send Room Directors and the Project Director to attend scoring training meetings at the Department of Education. Is the staff referred to here the staff for each of the four assessments? How many meetings will there be and how long will they last? Where is the appropriate place in the Cost Proposal to indicate the costs for this travel and staff time?	The State will work with the Contractor regarding the number of required staff and the possibility of combining staff for assessments, ie the same staff may be used for the writing and writing alt assessments. Contractor staff assignments are ultimately the responsibility of the Contractor. It is expected that there would not be a need for more than one meeting of 1-2 days per assessment or group of assessments. Section C.4 of the contract indicates that the State does not pay for travel expenses. As detailed in the RFP, the proposed cost, detailed on an exact duplicate of Attachment 6.4, shall indicate the proposed price for providing the entire scope of service including all services as defined in the RFP Attachment 6.1, Pro Forma Contract Scope of Services for the total contract period.
15.	A.17.d.i. (page 65) provides for a minimum of one weekly management meeting between the Contractor and State staff. Does this mean at least one meeting every week for the duration of the contract? Will the weekly management meetings be telephonic, video conference, or in-person? If there is a combination of formats, how many of each?	The State will work with the Contractor to establish a reasonable meeting schedule as needed for assessment development, administration, scoring and reporting. It is anticipated that teleconferences will suffice for the majority of these meetings.
16.	Page 65 c.i. How many meetings will there be with the other State appointed contractors, TAC, and System Testing Coordinators?	The State will work with the Contractor and other State appointed contractors, TAC and STCs to establish meeting schedules that are efficient and convenient for all parties. Such meetings will be conducted on an as needed basis and are not anticipated to take place more than once or twice a year.
17.	Page 125, section C.8, 4th bullet states: <i>"Narrative that describes the Proposer's plan to work with the State for editing and scoring test materials. The Plan should identify tasks to be done by the Contractor as</i>	This section of the RFP evaluation is specifically referencing scoring – editing would therefore be in regards to the needs of verifying and correcting in student, school, or system data that would

well as any activities that will be the responsibility of the State. The plan shall include examples of scoring reports.” Please describe what editing test materials means.

potentially impact scores and other demographic reporting requirements.